DEFENSE LOGISTICS AGENCY
Document Automation & Production Service

CAN DO RIGHT NOW

How to Do Business With

DAPS

Customer Reference Guide

DAPS POINTS OF CONTACT

Bruce Lyman , Customer Account Manager
503-808-5130

Larry Marrow, Customer Account Manager
DNS 384-6485

Frank Troncao, Customer Account Manager
309-782-1428

Dan Gacek, Customer Account Manager
904-542-3446

Sheryl Shum, Customer Account Manager
757-444-7068 ext. 14

Lupe Alvarado, Customer account Manager
405-734-2177

Claire Terada, Customer Account Manager
808-473-0439

Ray Ward, Customer Account Manager
850-452-3024 ext 18

Pat Boyd, Customer Account Manager
215-697-2975

Shari Sullivan, Customer Account Manager
619-553-3816

Ken Dority, Customer Account Manager
703-325-9717

Not sure who to call?
Contact the DAPS Customer Information Center
at 1-877-327-7226. Our Customer Service Representatives
(CSRs) will provide you with the DAPS information you seek
or put you in touch with the appropriate person.

TABLE OF CONTENTS

WHAT IS DAPS?

Document Automation & Production Service is responsible for document automation and printing within the Department of Defense and the Federal Executive Branch Agencies, encompassing electronic conversion, retrieval, output and distribution of digital and hardcopy information.

ORGANIZATION

Headquarters

Document Automation & Production Service (DAPS) is an activity of Defense Logistics Agency. DAPS Headquarters (DAPS HQ) is located in Mechanicsburg, Pennsylvania. DAPS HQ coordinates our business development/management, our IT services, and resource management.

DAPS Locations

DAPS has over 181 centers located in almost every major U.S. military installation in CONUS, Europe, the Caribbean Theater, Asia, the Pacific, and Alaska.

DAPS WEBSITES

Visit our corporate web site at **www.daps.dla.mil** to learn more about our organization.

DAPS Online is designed for our military and government agency customers. It meets all government security requirements, specifically for the Department of Defense. This web-based solution for ordering DAPS services is available at **www.daps.dla.mil.** Following the user friendly instructions, you can design job specifications, submit a document file, and receive a cost estimate prior to finalizing your order. When your print order is completed, DAPS will ship it to your location or have it ready for pickup at a convenient DAPS facility.

DAPS CAPABILITIES PORTFOLIO

Online Access Solutions

- DAPS Online (online ordering and billing management)
- Electronic Document Management (EDM)
- Job Performance Aids (embed audio/video into your manuals)
- Interactive Electronic Training Manual (IETM)
- Navy Forms On-line
- Technical Manual Publish On Demand System (TMPODS)
- Web Design
- Web Hosting

On Demand Output

- Color Copies
- Compact Disc Reproduction
- Copying / Duplication
- Desktop Publishing
- Diskette Duplication
- Document Conversion
- DVD Replication
- Equipment Management Solutions (EMS)
- Foreign Language Printing
- Large Format B/W
- Large Format Color
- Mainframe Printing
- Paper and Office Supplies
- Smart Cards

DAPS CAPABILITIES PORTFOLIO
continued

Traditional Bulk Printing

- Decals (Silk Screen)
- Mailing Services
- Metal Photo
- Microfiche
- Mouse Pads
- Plastic Plate Engraving
- Offset Printing
- Rubber Stamps
- Specialty Binding
- Target Printing

WHERE TO SEND YOUR WORK

If you are unsure where to send work to DAPS, simply call toll free to our Customer Information Center. The CIC will be able to provide you with the phone number and address of the nearest DAPS location and answer any questions you may have about DAPS.

You can find the nearest DAPS location to you by going to the locations page of the DAPS website (**http://www.daps.dla.mil/ Locations/index.aspx**) and choose the state of your choice.

You can submit work to DAPS via DAPS Online where any-where in the world and at anytime from the convenience of your desktop.

HOW TO ACQUIRE DAPS SERVICES

All services are provided on a reimbursable basis. Customers can pay for services by using any one of the following methods:

- Government Purchase Cards are accepted by DAPS and are now the preferred method within DOD for ordering services under $2,500
- Establish a funded open account with DAPS.
- Submit a separate funding document with each requirement. Generally, this is not recommended due to the excessive paperwork and financial transaction involved.

USING GOVERNMENT PURCHASE CARD

Use a DD Form 282 printing requisition to give us specifications for your job. Then fill-in the appropriate blocks with the following information:

- VISA or MasterCard GPC
- Account Number
- Card Holder's Name
- Expiration Date
- Signature
- "Not to Exceed" Dollar Amount

Note: You may obtain the DD Form 282 printing requisition from any DAPS Office

Or go to
www.dtic.mil/whs/directives/infomgt/forms/ddforms1-499.htm
Scroll down the form numbers to DD282, and download the form to your computer.

ESTABLISH AN OPEN ACCOUNT

The open requisition account functions as follows:

- The customer provides DAPS with one funding document (such as a DD 282, DD 843, MIPR, etc.) or a DAPS Credit Card Authorization Form to provide funding for the entire fiscal year (or a shorter time period, if desired). See page 9 for a sample DD 282 and page 10 for a sample DAPS Credit Card Authorization Form.

- DAPS will then assign a Defense Working Capital Fund Accounting System (DWAS) Customer ID number to your account.

- Thereafter, the customer needs only to prepare a DAPS printing requisition, <u>DD Form 282,</u> for each printing requirement sent to us. For tracking and billing purposes, the customer assigns a sequential job number (sequential numbers should not exceed 10 characters).

- Billing information for each open account may be accessed on our web site (refer to pages 23 through 27 for more details).

SAMPLE OF 282 (filled out)

DOD PRINTING REQUISITION/ORDER	CLASSIFICATION UNCL	(Requisition automatically becomes "UNCL" when detached from classified material.)	FOR PLANT USE	106-35 (PLANT JOB NUMBER)

REQUISITION NO.	DATE OF REQUEST 30 NOV 98	REQUESTED DEL'Y 04 DEC 98	EST COST	

FOR REFERENCE CONSULT C. KELLY		PHONE 474-8757	SCHEDULED COMPLETION DATE	ESTIMATED COST

Appropriation and Subhead	Object Class	Bureau Control No.	Sub-allot	Authorization Acct'g Ac'ty	Trans. Type	Property Acct'g Ac'ty	Cost Code	FUNDING AUTHORIZATION BASIC REQN. NO.	AMOUNT

FORM/PUBLICATION NO. AND TITLE (in that order)

INFORMATION FLYER

QTY (Specify shts, sets, etc.) 500 SHTS	PAGES 2	QTY. WILL LAST ___ MOS	JOB TO BE REPRINTED ☐ YES ☑ NO	JOB IS ☑ NEW ☐ REVISED ☐ A RE-PRINT	LAST JOB NO. ___

ENCLOSURES (Submit clean, well protected copy)		(If other, specify)	PROOFS (Specify only if necessary)		
PAGES COPY	NEGA-TIVES	PLATES	☐ NOT REQ'D	SEND TO:	

SPECIFICATIONS

FINISHED SIZE 8 1/2 x 11	MARGINS (Top)	(Left/Bind)	INK (If not black)		GRADE OF PAPER*	WEIGHT*	COLOR*
				1	BOND	20	PINK
FOLD TO (Size) ___ X ___	PRINT ☐ ONE SIDE ☑ HEAD TO HEAD ☐ HEAD TO FOOT ☐ OTHER (SEE COPY ATTACHED)			2			
				3			
ASSEMBLE ☐ IN SETS ☐ PAGE SEQ	WIRE STITCH (Staple) Number Stitches ___ ☐ UPPER LEFT ☐ TOP ☐ OTHER (Specify)			4			
				5			
STANDARD PUNCH (Drill) ☐ 2-HOLE TOP ☐ 3-HOLE LEFT	OTHER (Number) (Diameter) (Ctr. to ctr.) (Location)			6			
				7			
PERFORATE/SCORE ☐ SEE COPY	PAD SHTS SETS ☐ TOP ☐ LEFT	(Location)	PRONG FASTENERS ☐ YES ☐ NO	*NOTE Grades and weight of paper will be in accordance with specifications issued by the Congressional Joint Committee on Printing. No deviations permitted unless justified			
COMPOSING/PROCESSING (Prepare/alter copy; fotolist; offset, etc.)			WRAP (No. per pkg.)	DISPOSITION OF NEGS. ___ ORIG. ___	H-HOLD D-DESTROY R-RETURN		

FILL IN BELOW TO USE CREDIT CARD FOR PAYMENT: ☐ VISA ☐ MASTERCARD	SPECIAL INSTRUCTIONS/REMARKS SERIAL NUMBERING, REGISTRATION, ETC.
ACCT# ___ CARDHOLDER NAME: ___ EXP DATE ___ NOT TO EXCEED DOLLAR AMOUNT $ ___ CARDHOLDER SIGNATURE ___ * FILL IN APPROPRIATE BLOCKS FOR FUNDING BY APPROPRIATIONS OR CREDIT CARD. LEAVE FUNDING BLANK IF AN OPEN ACCOUNT HAS ALREADY BEEN ESTABLISHED WITH DAPS.	

ORDERING OFFICE (If other than delivery address)	DELIVER TO (Complete address)
LIAISON OFFICE APPROVAL (Signature and date)	
APPROVING OFFICE (Signature and date) C. Kelly	

SEND CONFIRMATION/BILLING COPY TO (Insert complete mailing address) COMMANDER NAVAL BASE 517 RUSSELL AVE SUITE 110 PEARL HARBOR HI 96860-5020	DISTRIBUTION REQUIRED ☐ LIST / ☐ LABELS ATTACHED WILL PICK UP — PLEASE NOTIFY: (Ext.) ☑ HOLD C. KELLY 474-8757 MATERIAL RECEIVED (Signature and date)

DD Form 282 (NAVY) (12/91)   OP DAPS PH (12-98)

8

SAMPLE OF DAPS CREDIT
CARD AUTHORIZATION FORM

DAPS CREDIT CARD AUTHORIZATION FORM

Date: _____

Job # _____,

ACCT # _____,

OR description of service/item being funded by credit card:

_____
_____

Credit Card # _____ Exp. Date: _____

Card Type: ❏ VISA ❏ MasterCard

Card Holder Name (as shown on card): _____

Phone: _____ Fax: _____

Type your complete mailing address in the box below:

As authorized user of the above credit card, I am using it to make a
purchase from DAPS, and hereby authorize the charges incurred.

Signature of Card Holder: _____

Please fax to (808) 473-2604 or mail to:

Defense Logistics Agency
DAPS Hawaii
1025 Quincy Avenue, Suite 200
Pearl Harbor, HI 96860-4512

OPEN ACCOUNT QUESTIONS & ANSWERS

How do I sign up for the open account program?
Contact any Customer Service Representative at DAPS.

Can I sign up only at the start of the fiscal year?
No, the open account program can be started at any time.

What happens to the money that was not used?
Any left over funds can be de-obligated by the command before the fiscal year ends.

What do I do when the funds originally obligated are exceeded by my expenditures?
There are several things that can be done. The first is to send DAPS an amendment to the original funding document to increase the amount of the fund, or you can send a letter/memo to increase the fund amount.

Where do I get my supply of the DD Form 282 modified printing requisition?
DAPS will provide the forms to you upon request at no charge.

Do I need to type the information on the DD Form 282 printing requisition?
No, it is not necessary for information on this form to be typed as long as everything is legible. It is suggested that the form be filled out in quadruplicate – three copies for DAPS and one for your own file.

If I wanted to, can I submit a separate funding document for special jobs?
Yes, special funding requirements can be submitted on separate funding documents

PRINTING REQUISITION
QUESTIONS & ANSWERS

Most of the blocks on the printing requisition are self-explanatory, but you may find the following questions and answers to be helpful.

What is the Job Number?
Please assign a sequential number you can easily track preferably prefixed by your Command Code. This number is entered into the job number block of your printing requisition. Please be sure that each job number is unique.
Example: 104th-001

What does New, Revised, Reprint, Last Job # mean?
For printing jobs, mainly forms, which are printed and reprinted from time to time, it is helpful for us to know whether it is new, revised, or a straight reprint. A reprint would mean there are no changes and the job is to be printed exactly as it was done previously. For such jobs, it is helpful to note the last job number or date when the job was last printed.
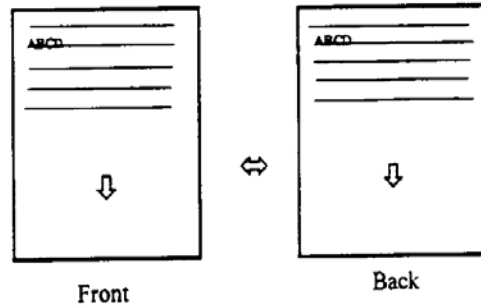
PRINTING REQUISITION
QUESTIONS & ANSWERS

What is One Side, Head to Head, Head to Foot, Acco Fastener, Staple U/L, Side (2), Saddle Stitch, 2-hole top, 3-hole left, comb binding, Tape Bind?
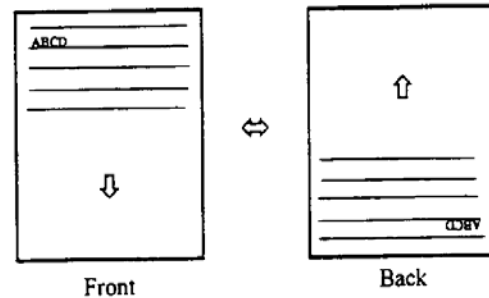

One Side Only — Front Printed ⇔ Back blank
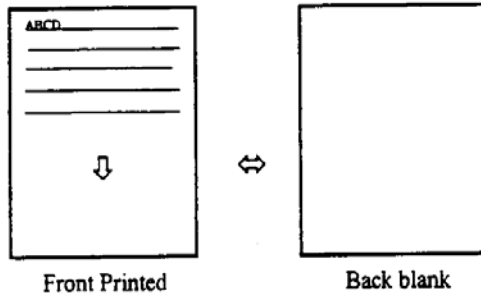
Head To Head — Front ⇔ Back — Readable when page is turned from left to right
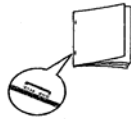
Head To Foot — Front ⇔ Back — Readable when page is turned from top to bottom

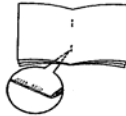# PRINTING REQUISITION
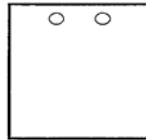# QUESTIONS & ANSWERS

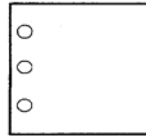Staple upper left

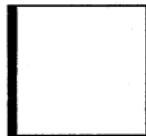Staple side (2)

Saddle Stitch

2-Hole Top

Diameter= 5/16"
Center to center
= 2-3/4"

3-hole Left

Diameter=5/16"
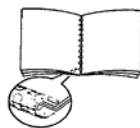Center to center
=4-1/4"

Tape Bind

Minimum=15 sheets
Maximum=100 sheets

Acco or Prong
Fastener

Comb Binding
(19-hole)

White and black bindings
are available at DAPS in
various sizes. Other colors
can be special ordered.

PRINTING REQUISITION
QUESTIONS & ANSWERS

How do I specify padding instructions?
Indicate the number of sheets or sets per pad, such as 100 sheets/pad or 50 sets of 2/pad. Also, indicate whether you want it padded at the top or left.

How do I specify "Grade of Paper - Weight - Color"?
Every effort should be made to utilize only those papers that are stocked/recommended by DAPS. Refer to our Paper Sample Book or Available Paper Stocks on page 18.

When must stock be furnished?
Stock must be furnished for the following:
- CO Notepaper
- Overprints of multi-part forms, such as DD 1149, etc.
- Invitations that are available in the supply system.

Stock may also be furnished when using paper that is not stocked at DAPS, however, please contact a DAPS Customer Service Representative before purchasing. Whenever furnishing stock it is a good idea to furnish at least 10 - 20 extras in case of some spoilage during production.

Do I need to specify the Date Required? Can I just put "ASAP"?
It is very important that this block be filled out with a reasonable delivery date to let us know when you will need the job. If the date specified has already passed, if there is no date specified, or if ASAP is specified we will try to complete it at the earliest date possible, depending on our current workload.

Does the requisition need to be signed?
Yes, the printing requisition must be signed and dated by an authorized person prior to forwarding to DAPS.

PRINTING REQUISITION
QUESTIONS & ANSWERS

Is it necessary to submit a sample with the printing requisition?
It is a good idea to submit a sample when your job entails specific collation or assembly specifications. If you are requesting a form to be printed, it is a good idea to submit a sample especially if a form number was not previously assigned to the job as we usually do not retain any copies of the job. If a form number was assigned, it is still a good idea to include a sample so that we may verify your order. Many times a job may be delayed solely because no sample was provided.

Is it necessary to include specifications each time, even if a form was ordered before?
Yes, it is very important to specify exactly what you want each time. Some forms are ordered by various customers, but with slightly different specifications. Our records may not always be reliable for specifications on such forms, and especially if it has not been ordered for several years. Providing complete specifications will ensure that you get what you ask for. Not providing complete specifications may result in getting jobs that are partially complete – not padded, not stapled, white bond instead of colored bond, black ink instead of colored ink, etc.

What information must I include in "Remarks"?
Specify any additional instructions, as necessary, such as:
- Special wrapping instructions.
- Starting and ending numbers for those forms that are to be sequentially numbered.
- Special binding instructions, such as use of GBC or tape binding.
- If distribution by U.S. mail is requested, typed mailing labels must be provided. If the mailing is to multiple addressees, a separate distribution list of addressees and the quantity for each addressee should be provided.

15

COLLATION SHEET
QUESTIONS & ANSWERS

What is it?
A collation sheet is a form used to indicate the proper sequential order of the pages in a publication. When properly completed, the following are correctly specified:
- What page follows what page
- What page prints on the "front side" of the sheet
- What page prints on the "back side" of the sheet
- What pages will print only on one side (back is blank)
- Location of foldouts, tabs, covers, etc.

Why must I use it?
There are many reasons for using a collation sheet. Some of the major reasons are:
- It ensures the printing of the pages in their correct sequential order.
- When the pages of a book are printed in a sequence different from the collation sheet, there will be no question that it is a printing error, and will be corrected at no charge.
- When the collation sheet is prepared at the command, it acts as a checking device to ensure that all pages are included in the package submitted to DAPS. Because this is extremely important when processing classified documents, a collation sheet is required for all classified publications.
- It is a convenient way to indicate "blank" pages and location of tabs, foldouts, and other inserts.
- It helps to determine the proper number of "pages" and "sheets" when asking for an estimate.

What do I do if the pages do not have a page number?
- In this situation, it is necessary to identify the pages on the collation sheet in a manner that will easily distinguish one page from another. A preferred method is to write in the blocks provided the first few words that appear on the page.

COLLATION SHEET
QUESTIONS & ANSWERS

- Even when the pages are numbered, it can be troublesome if several of the pages have the same page number. In these cases, in addition to the page number, another word or words must be written in to clearly indicate the proper sequence.
- An alternative to providing a collation sheet for publications with pages that are hard to identify, is to number each page using a non-reproducing blue pencil.

Examples of Common Situations Encountered in Preparing "Collation and Data Record"

COMMON RULES:

1. Odd-numbered" pages should be planned to print on the front sides of the sheet.

2. Generally, publications should be planned for 4 pages, or multiples of 4 (plus separate cover if one is required); it is a must for saddle-stitched publications (saddlestitch = a publication bound by staples through the center fold).

3. Indicate desired image size and sheet size for foldouts utilizing the recommended sheet lengths when possible. Be sure foldout lengths include an allowance for aprons when required.

AVAILABLE PAPER STOCKS

GRADE	WEIGHT	COLOR	COMMON USES
Bond	20	*Various	Forms, directives, publications
25% Rag Bond	20	White	Letterheads
Offset Book	50	White	Forms, directives, publications
Offset Book	60	White	Publications (w/ photos), heavy ink coverage
Offset Pebble	70	White	"
Offset Gloss	100	White	"
Parchment	60	White	Certificates
Ledger	32	White/Buff	File cards, logs, folded brochures
Index	90	*Various	Covers, dividers, signs, posters
Crack & Peel		White/Red	Mailing labels, misc. labels
NCR (CFB)	17	White	Forms printed on one side when up to 5 handwritten or 7 typed copies are required.
2-Part NCR**		White/Yellow	Carbonless forms requiring color coded multiple part sets
3-Part NCR**		White/Yellow/Pink	"
4-Part NCR**		White/Yellow/Pink/Gold	"
5-Part NCR**		White/Green/Yellow/Pink/Gold	"

*Colors (Bond/Index):
   White, yellow, blue, green, salmon, pink, buff.

**Sheet colors are listed by order in which they
   will appear in the printed set.

SUBMITTING DIGITAL FILES

Digital files are the DAPS preferred input media, although hard copy originals are acceptable. Here are some customer benefits when submitting digital files instead of hard copy originals.

- Documents can be produced quickly (faster cycle time) on DAPS high-speed printers, as compared to hard copy document handling, traditional printing, or printing to your desktop printer.
- Documents can be produced with higher quality using DAPS the state-of-the-art technology.
- When printing from digital files, every copy is an "original."
- Requests can be submitted to DAPS electronically via *DAPS Online*. https://**www.daps.dla.mil**
- DAPS sometimes offers special reduced pricing for digital files submitted via *DAPS Online* (check with your local CSR).

Acceptable File Formats (PC Format*)
- All Microsoft Office 2000 and XP Programs
- Microsoft Publisher 2000 and 2003
- Adobe Acrobat PDF Files
- Adobe PageMaker 6.5 Plus
- Adobe PhotoShop 6.0
- Adobe Illustrator 8.0
- CorelDraw
- Delrina FormFlow Designer
- Postscript Files

* DAPS can accept the following file formats, however, only the basic fonts which came with the programs are available.

* DAPS Online will accept all forms of digital media to be uploaded to DAPS using web access.

Acceptable Digital Media
- 3-1/2" Floppy Disk
- CD-ROM
- Some locations accept Zip Disks

SUGGESTED PRINTING COST SAVERS

Good General Practices

- Print on both sides of the sheet (duplexing)-saves money.
- Use line illustrations/drawings instead of continuous tone photographs.
- Avoid expensive paper stocks – use standard stocks and sizes.
- Avoid use of multicolored stock for forms sets.
- Minimize or eliminate inserts and foldouts
- If foldouts are necessary, place all at rear of publication.
- Save litho negative for reprinting (when applicable).
- Don't do unsuitable work (long runs) on office copiers.
- Order high use items in economical quantities (6 months to 1 year supply).
- Use fewer colors or color combinations (black on white with screens, or duotones).
- Use color slip-sheets or precut tabs in place of angle-cut or laminated tabs.
- Eliminate the need for tab dividers by including a table of contents and numbering pages consecutively (1, 2, 3, etc.) or by chapters (1-1, 1-2, 2-1, 2-2, 3-1, etc.).
- Accept standard bindings (saddle stitch, side stitch, tape bind), which are less expensive than GBC binding, acco-fasteners, perfect binding, or screw posts.

Specialty Contract Printing

- Use standard (round lot) ordering quantities for envelopes, tags, self-adhesive labels (1,000, 5,000, 10,000, etc).
- Use GSA binders with printed cover page inserts (binders can be re-used and are cheaper than silk screening).

FILES KEPT AT DAPS

The files retained at DAPS for previously printed jobs are limited to:

- Print-on-Demand jobs for which the customer has requested DAPS to maintain a digital file. A file name must be designated and referenced on future orders.

DAPS does not keep files for all other jobs; therefore, the customer is required to submit the best copy available. If you would like to have files kept for recurring jobs, please consult your local CSR for the best way to handle your particular situation.

PRINTING LAW

Purchasing printing from **commercial sources** with your Government Purchase Card or appropriated funds is **ILLEGAL** and considered an **UNAUTHORIZED COMMITMENT**. There are no exceptions to this law. **ALL** printing must be obtained through DAPS or a Government Printing Office in accordance with the Federal Acquisition Regulation on printing, Title 44 and DOD Instruction 5330.3 .

PRINTING WAIVERS

DAPS does not have the authority to issue printing waivers. The Government Printing Office (GPO) in Seattle is the only office that may issue a printing waiver. Printing waivers are only granted for emergency printing that cost less than $1000, and is required in less than 48 hours. Waivers are never issued "after-the-fact".

If a printing waiver is necessary, DAPS will request the waiver and will commercially procure the printing for you.

HOW TO CHECK ON JOB STATUS

To help DAPS check on the status of a job for you, it is most helpful if you provide us with the job number. For open accounts, the job number is assigned by your organization and consists of the 3-digit account number, plus a sequential serial number, such as "213-080". For jobs submitted with a credit card or a separate funding document, a 4-digit job number is assigned in the top right corner of the funding document and a copy is returned to the customer at the time of submission. If a funding document was mailed or the job number is not known, other information must be given to us in order to check status, such as:

- Customer/organization name
- Form number or description
- Date submitted
- Quantity
- Requested delivery date
- Type of job
- Did it require typesetting?
- Was it classified?

CUSTOMER BILLING INFORMATION

Customer billing information is now available on our web site:
www.daps.dla.mil
The instructions below and on the following five pages will guide you through the process.

Step 1:
When you get to the web site, look on the left Side Bar Menu and you will see:
Billing (click on this) and go to DWAS on the WEB

Step 2:
Next enter your Customer ID: _____

Note: If you do not know your Customer ID, you may call local DAPS facility. In many cases your Customer ID will be your UIC/DODAAC.

Step 3:
Funding (click on this to get a listing of funding documents, total obligations, amount used, and amount available), then click on Submit Query. Billing (click on this only if you know the specific bill number or funding document number), then click on Submit Query.

Step 4 (if you chose Funding in Step 3):
Click on the funding document number, and then click again on the funding document number to see details on individual jobs charged to that funding document.
Note: A frames-capable browser is needed to view this information.

Refer to the following pages for visual instructions.

CUSTOMER BILLING INFORMATION
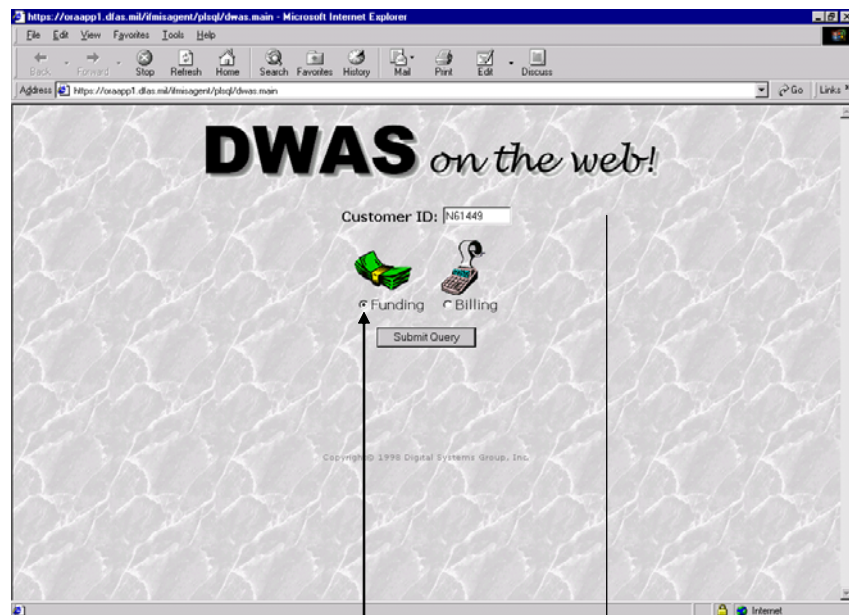
Step 2: Enter your Customer ID

Step 3: Select "Funding" then click on
Submit Query."

CUSTOMER BILLING INFORMATION

Funding Documents - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address: https://oraapp1.dfas.mil/ifmisagent/plsql/dwas.funddocs?format=html&min_row=1&fund_doc_num=%20&customer_id=N61449

Description: Funding Documents				**Total Found: 292**
Customer ID: N61449				**Displaying: 1 - 25**
Inquiry Date: May 03, 2001 17:13:37				

Jump to Funding Document: [   ] Go

Document	Received	Total	Used	Available
N6144900PQAA001	26-SEP-00	$14,000.00	$.00	$14,000.00
N6144900PT06604	12-JAN-00	$568.22	$568.22	$.00
N6144900PT06612	13-APR-00	$1,632.00	$1,607.60	$24.40
N6144900PT06624	27-SEP-00	$1,423.00	$1,259.55	$163.45
N6144900PT900PT	17-NOV-99	$1,860.85	$211.33	$1,649.52
N6144900PTAA001	02-NOV-99	$2,081.11	$2,079.31	$1.80
N6144900PTAA002	21-DEC-99	$5,595.48	$5,459.28	$136.20
N6144900PTAA004	30-MAR-00	$200.00	$95.55	$104.45
N6144900PTAA007	08-MAY-00	$350.00	$348.06	$1.94
N6144900PTAA014	21-JUN-00	$300.00	$235.01	$64.99
N6144900PTAA015	05-SEP-00	$98.00	$98.00	$.00
N6144900PTAA016	29-JUN-00	$16.00	$14.88	$1.12
N6144900PTAA017	29-JUN-00	$50.00	$44.63	$5.37
N6144900PTAA018	29-JUN-00	$32.00	$29.75	$2.25
N6144900PTAA020	15-SEP-00	$423.00	$423.00	$.00
N6144900PTAA021	01-SEP-00	$377.00	$348.06	$28.94
N6144900PTAA022	27-SEP-00	$195.00	$188.67	$6.33
N6144900PTAA023	27-SEP-00	$195.00	$167.67	$27.33
N6144900PTAA024	27-SEP-00	$441.00	$440.46	$.54
N6144900PTAA025	27-SEP-00	$441.00	$441.00	$.00
N6144900PTAA026	27-SEP-00	$348.00	$348.00	$.00
N6144900PTAA027	27-SEP-00	$360.00	$279.07	$80.93
N6144900PTAA028	27-SEP-00	$313.00	$305.58	$7.42
N6144900PTAC001	26-OCT-99	$2,000.00	$1,695.52	$304.48
N6144900PTAH001	21-DEC-99	$1,917.12	$1,437.84	$479.28

Done   Internet

Step 4: Click on the funding document number that you are querying.

CUSTOMER BILLING INFORMATION

Step 5: Click on the funding document number again.

CUSTOMER BILLING INFORMATION

Note: Shown is a listing of all the jobs charged to the specific funding document number. This funding document has only one job charged to it.

DAPS Online

DAPS Online is a web-based electronic ordering system designed to provide our customers with the tools to manage documents, production, and distribution needs. Place your order with DAPS from the convenience of your desktop, from anywhere in the world, and at any time.

Visit our website at **www.daps.dla.mil**

DAPS ONLINE

Register and Logon:

Access *DAPS Online* at our website: **www.daps.dla.mil**

- Scroll to the map and click on your state or location
- You will be linked to the appropriate *DAPS Online* office site
- Click on the "Register" tab to become a *DAPS Online* user. Fill out the registration form and then click on "Submit." Registration is done only once.
- An email will be sent to you to confirm registration and to provide you with your ID and password which you created.
- Once you are registered, you will only need to logon to use the *DAPS Online* services.

Placing An Order:

- Logon to the website, then click on the "Place An Order" tab to view the sub-tab menu selections.
- To fund and order your printing requirement, select "Quick Print" or "Special Order."
- Complete the order specifications screens, upload your digital file for printing, and fill out the funding selection screen.
- To establish an open account to fund all of your printing requirements for the fiscal year, select "Establish Requisition," and complete the screens that follow. Note: To allow other users in your office to order against your account, you must select "Yes" to the question: "Share funding with other users?" Also, to charge a printing requirement to your open account, you must select the requisition number that corresponds to your account at the funding selection screen, when placing your "Quick Print" or "Special order."
- You will receive an email confirmation when your order status changes if those blocks were selected by checking.

DAPS ONLINE

Viewing Orders:

- To check the status of your orders, simply logon *DAPS Online* and click on the "Search" tab.
- The following screen will display a listing of all the orders you submitted using *DAPS Online*.
- Click on the requisition number to view the order and to view the estimated/actual cost.

COPIER/MFD BPA PROGRAM

Due to fast-changing technology and customer requests for more choices and "best value", DAPS is pleased to announce a new way of achieving cost savings in fulfilling your office copier requirements. DAPS has established copier and multifunction device (MFD) blanket purchase agreements (BPAs) with specific vendors who have negotiated better prices and terms than are available on GSA contract or Federal Supply Schedules.

The DAPS BPAs offer state-of-the-art digital copiers/MFDs. "Digital" refers to the newer breed of copiers that will allow you to scan once and print many. These digital copiers can be placed on a network and come with optional multifunction features such as, scanning, faxing, and printing.

Because of DAPS' international business leverage and industry influence, major brand manufacturers have negotiated these BPAs with DAPS to lease or purchase MFD's for placement in your office. Our program offers all the benefits of highly modular equipment capabilities and all the related supplies (except paper) are included!

For equipment demonstrations and information on special features, please contact your DAPS Equipment Management Solution (EMS) Representative or your DAPS Customer Account Manager. When you are ready to place an order, submit one funding document to cover all of your copier requirements for the fiscal year, and one DAPS BPA Copier Action Form for each new copier requirement. You may also fund all of your copier requirements for the current fiscal year with your credit card. If doing so, please fill out a DAPS Credit Card Authorization Form for this option.

For more information, contact your local EMS Representative. A listing for DAPS EMS representatives can be found at:
http://www.daps.dla.mil/Contact/EMSList.aspx

SAMPLE OF COPIER REQUISITION

REQUISITION FOR DAPS BPA COPIER ACTION (PH-DAPS 5213/1 (Rev. 1-00)

Use this form for any actions on DAPS BPAs for copiers / MFDs (multifunctional devices). Visit our website for more information: www.hawaii.wnbt.daps.mil, or contact DAPS Representative at (808)473-1229 / 4960; fax: (808)473-2604.

ACTIVITY/ORGANIZATION	DATE OF REQUEST	REQUESTED DATE OF INSTALLATION

PRIMARY POC (NAME, PHONE)	MAILING ADDRESS

KEY OPERATORS (LIST 2) NAME, PHONE	

ESTIMATED AVERAGE MONTHLY VOLUME

CURRENT COPIER LOCATION			*PROPOSED COPIER LOCATION*		
BASE OR CITY		CODE	BASE OR CITY		CODE
BLDG	FLOOR/DECK	ROOM	BLDG	FLOOR/DECK	ROOM

BAND / GROUP_____
MAKE_____
MODEL_____
SERIAL NO._____

____ CPC: ____ CANON ____ RICOH
____ Government-owned

ACTION (Select One)

___ ADD New Copier. (allow 30 days)

___ CANCEL Existing Copier - Do Not Replace.

___ REPLACE Existing Copier.

___ UPGRADE Existing Copier.

___ DOWNGRADE Existing Copier.

___ MOVE Copier by Contractor.
     (charged at current rate)

___ _____

BAND / GROUP_____
MAKE_____
MODEL_____

OPTIONAL FEATURES SELECTED:
_____
_____
_____
_____
_____
_____

PAYMENT PLAN:
___ 48-month ___ LTOP ___ RENTAL
___ Flat Rate ___ Cost-Per-Copy
___ Outright Purchase
___ _____

___ TRADE-IN (if applicable, write model #):
     _____

Name of Dealer/POC:_____

REMARKS:

Copier/action will be funded by:
     ___ funding document attached
     ___ existing copier account _____

Note: For all copiers on LTOP or outright purchase, title will transfer to the requesting organization once it has been paid for.

We have evaluated at least three different manufacturers' alternatives and have determined that the copier selected above provides best value for our organization. The two other options considered were:
     1._____
     2._____
Reason why the copier above was selected:_____
_____

ACTIVITY APPROVING OFFICIAL'S SIGNATURE, PHONE	DATE

DAPS is more then just the "Print Shop"

DAPS is dedicated to making it easy for your agency to work efficiently and conveniently with us. We understand your common goals and are organized to fulfill our part as effectively as possible. As part of DOD, DAPS uses and understands the same accounting systems, budget concerns, and contracting regulations as your agency. We support all types of government payments, whether it is a credit card, funding document, or line of accounting. DAPS has no other purpose than to be your team player and support your mission goals. We meet regularly with the Headquarters of your agency and work with them to develop better ways to build teamwork in the field. DAPS has an internal customer service team to work with you. This team not only works to keep you informed of our services but resolves any issues among the team players, working to build your trust and confidence in DAPS.

"We exist for the convenience of our customers."

DAPS WORLDWIDE FACILITIES
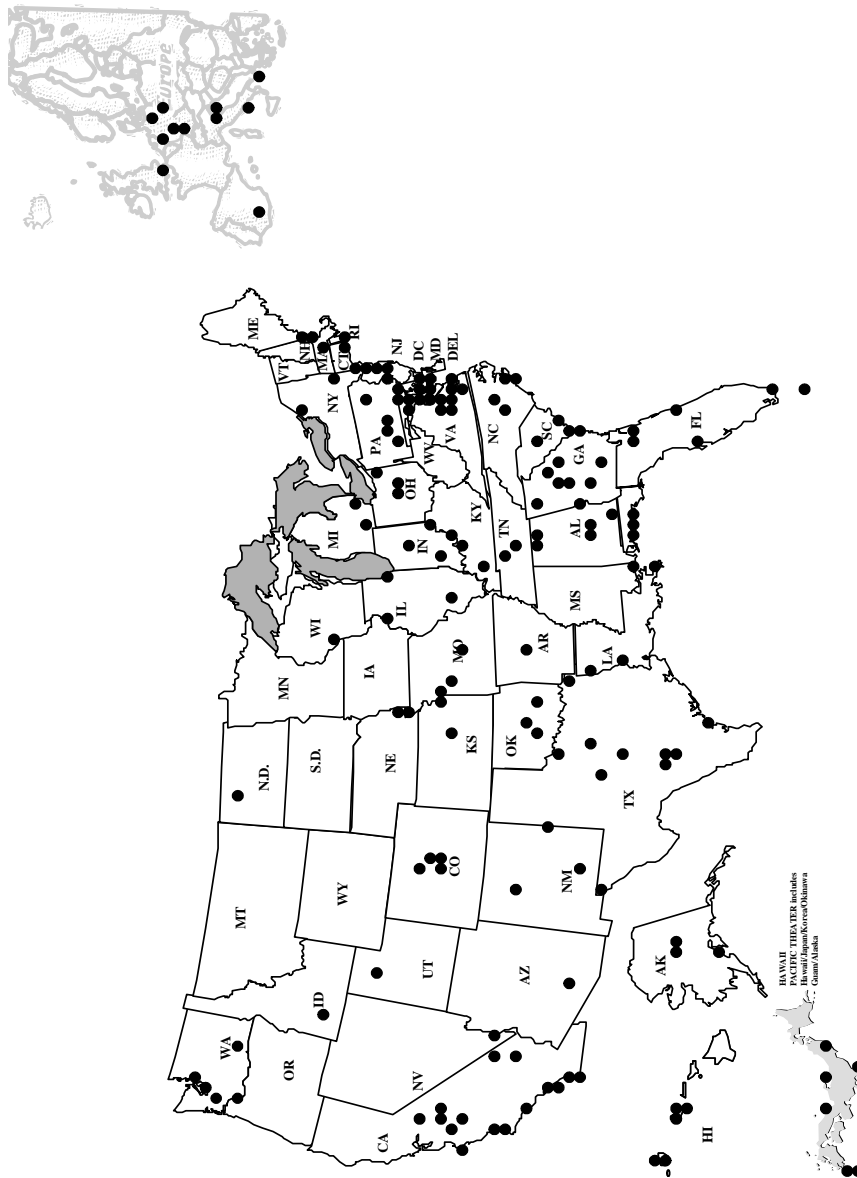
More information on DAPS facilities worldwide can found at:
http://www.daps.dla.mil/Locations/index.aspx

Document Solutions Providers-*Innovators*
- **DAPS provides a full portfolio of document services**
- **DAPS goes beyond a services provider**
- **DAPS is a transformation catalyst**

Can Do Right Now-*Responsive*
- **Document solutions professionals**
- **A professional and organized government business unit**
- **DAPS delivers with quality and with on time performance**

DAPS *exists for the convenience of our customers*
- **Building customer trust and loyalty**
- **DAPS has only the customer's best interest in mind**
- **Easy to do business with– *ecommerce champions***